

<b>P-CARD USER MANUAL.....</b>	<b>1</b>
<b>AGENCY SETTINGS: BUDGET FISCAL YEAR, RESTRICT APPROVER, E-MAIL NOTIFICATION .....</b>	<b>1</b>

# P-CARD USER MANUAL

## AGENCY SETTINGS: BUDGET FISCAL YEAR, RESTRICT APPROVER, E-MAIL NOTIFICATION

In **Agency Settings**, the administrator can set the Budget Fiscal Year (BFY), restrict all approvers from approving their own transactions, and enable e-mail notification for the P-Card verifiers.

1. Click **Agency Settings** on the main Administrator screen.

Figure 1 - Agency Settings

Reports App Menu Statewide Acct Logoff Back

Agency Settings Maintenance

BFY  
2007 Change

☐ Restrict Approver  
☐ E-Mail Active Save

2. To change the BFY, select the year from the **BFY** menu, and then click **Change**. The BFY drives the look ups of Indexes and PCAs. If you do not see any newly added Indexes or PCAs for a new fiscal year, review this setting.
3. To restrict Approver and Approver All users from approving their own transactions, click the check box next to **Restrict Approver** then click **Save**. Restricted users will still be able to view their transactions in P-Card.
4. To enable email notification for verifiers, click the check box next to **E-Mail Active** then click **Save**. When activated, verifiers will see a pop-up dialogue box after submitting and print a transmittal with the names of their first level approvers in a list. The verifiers can then select who they want to notify regarding the transmittal. NOTE: This will only apply to verifiers. Also, be certain the P-Card approvers have their correct e-mails in the system.